

## **LIBRARIAN II**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves performance of professional librarian's duties in an assigned unit. Incumbents select materials and plan programs to meet the needs of the patrons and perform reference services. Duties may involve planning, directing and supervising a specialized unit such as circulation, technical or audio visual services. The Librarian II participates in staff selection, training, evaluation and/or discipline of employees. General supervision is received from a higher level librarian or administrative director. Supervision is exercised over the work of professional, para-professional, clerical, and volunteer staff. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Provides references and reader advisory services to library users and instructs public in proper use of library resources;  
Compiles bibliographies;  
Answers reference questions for library users and staff;  
Performs on line computer searches of databases;  
Performs original cataloging and classification;  
Supervises the work of clerical, paraprofessional, professional and volunteer personnel;  
Assigns duties, supervises and evaluates departmental or unit staff;  
Recommends, plans and implements new types of services;  
Performs difficult and involved informational and referral services;  
Performs varied and/or specialized professional library work in collection development, including acquisition, evaluation and selection, discarding, weeding and withdrawal of books and non-book materials;  
Develops and maintains library materials collections;  
Develops and conducts programs of tours, book talks, multi-media programs, story and picture book hours;  
Serves as a liaison with community groups and/or other libraries;  
Keeps informed of professional developments through attendance at professional organizations, meetings, workshops, continuing education courses and reading professional materials;  
Prepares statistical and narrative reports of activities, memoranda, correspondence and/or publicity materials;  
Arranges special library theme displays;  
Arranges for and processes inter library loans;  
Prepares new book and non-book materials for circulation;  
Participates in the implementation and/or enhancement of library automation.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS**

Good knowledge of modern library organizations, procedures, policies, aims and services;  
Good knowledge of modern principles and practices of library science;

Good knowledge of bibliographical tools and sources;  
Good knowledge of on line database systems;  
Skill in the performance of technical library tasks;  
Ability to carry out assignments independently;  
Ability to comprehend users' needs quickly and accurately;  
Ability to get along well with others;  
Ability to express ideas clearly and effectively, both orally and  
in writing;  
Ability to read and comprehend written material;  
Ability to perform close detailed work;  
Ability to lift objects such as books, supplies and files;  
Ability to prepare statistical reports involving computation using  
fractions, decimals and percentages;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Possession of a Master's Degree in Library Science, Information Studies or other graduate library degree from a library school located in New York State which is registered by the New York State Department of Education or a library school program which is accredited by the American Library Association, and two subsequent years of professional library experience in a library of recognized standing and

**SPECIAL REQUIREMENT:** Possession of a current New York State Public Librarian's Professional certificate at time of appointment.